

INDEX FOR 1998 Navy Leader Planning Guide

- CORE VALUES CHARTER
- NOTES FROM THE EDITOR ♦♦♦ USER INFORMATION
- 1998 MONTH BY MONTH CALENDAR
- FITREP/EVAL/COUNSELING PLANNING CALENDAR
- FY98 SELECTION BOARD SCHEDULE
(Subject to Change without Notice)
- NAVY LEADERSHIP CONTINUUM - UPDATE '98
- QUOTA CONTROL PHONE LISTING FOR
LEADERSHIP TRAINING COURSES
- ELEMENTS OF LEADERSHIP
- PERSONNEL ADMINISTRATION REFERENCE INDEX
- HOW DO I... ?
- MISCELLANEOUS INDEX
- ADDRESS/PHONE DIRECTORY
- THINGS TO DO
- FEEDBACK QUESTIONNAIRE

Department of the Navy

CORE VALUES CHARTER

As in our past, we are dedicated to the Core Values of Honor, Courage and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service - active, reserve, and civilian, must understand and live by our Core Values. For more than two hundred years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission; deter conflict around the globe and, if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage and Commitment as our abiding duty and privilege.

“HONOR”

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans.

I will:

- ❖ Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- ❖ Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.
- ❖ Be honest and truthful in my dealings within and outside the Department of the Navy.
- ❖ Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- ❖ Encourage new ideas and deliver bad news forthrightly.
- ❖ Fulfill my legal and ethical responsibilities in my public and personal life.

“COURAGE”

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity.

I will:

- ❖ Have the courage to meet the demands of my profession:
- ❖ Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- ❖ Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- ❖ Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

“COMMITMENT”

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves.

I will:

- Foster respect up and down the chain of command.
- Care for the personal and spiritual well-being of my people.
- Show respect toward all people without regard to race, religion or gender.
- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality and competence in all that I do.

NOTES FROM THE EDITOR

I am proud to present our Navy Leader Planning Guide for 1998. Thanks to all of you who took the time to provide feedback via our 1997 questionnaire. I have read your suggestions and ideas, and have incorporated as many as possible.

I take this opportunity to express my appreciation to all of the dedicated users who help make the NLPG a useful tool for shipmates throughout the world.

Special thanks to LCDR Bertelson, RPCS Martin, YNC(SS) Schonauer, AK1 Hester, PNSA Castillo, and Cathi Neri for their assistance in gaining information for this year's edition.

The Editor

USER INFORMATION

The Navy Leader Planning Guide is intended for use by **all Navy Leaders**. It contains calendars, important dates, historical tidbits, references, and general information useful to Today's Navy Leaders.

A feedback questionnaire is part of the NLPG every year. Your comments and suggestions are requested by completing the form. When providing feedback to CNET via questionnaire, personal U.S. postage is NOT required. Official mail metering or official U.S. postage is authorized for mailing the questionnaire.

JANUARY 1998

<div><div>DECEMBER 1997</div><div>S M T W T F S</div><div>1 2 3 4 5 6</div><div>7 8 9 10 11 12 13</div><div>14 15 16 17 18 19 20</div><div>21 22 23 24 25 26 27</div><div>28 29 30 31</div></div> <div><div>FEBRUARY 1998</div><div>S M T W T F S</div><div>1 2 3 4 5 6 7</div><div>8 9 10 11 12 13 14</div><div>15 16 17 18 19 20 21</div><div>22 23 24 25 26 27 28</div></div>	Sunday	Monday	Tuesday
		Reminder: EEAP applications are due 1 February.	
Evals/Fitreps/Counseling due: O-3 E-1/2/3 Midterm O-6 Act/TAR/Inac. Next Month: O-2	4/3614	5/3605	6/3596
Due this month:			
	11/35411	12/35312	13/35213
Says who..... “Learn to judge a person by the content of their character vice the color of their skin.” (Dr. Martin Luther King, Jr.)	18/34718	Dr. MARTIN LUTHER KING JR. DAY (Observed)	
		19/34619	20/34520
Historical Tidbits: ♦ 1 Jan 1978-The Navy returned to traditional bell bottom jumper uniform for E-1 through E-4. ♦ 8 Jan 1885-Petty Officers were divided into 1st, 2nd and 3rd class. ♦ 13 Jan 1967-GMCM Delbert D. Black was sworn in as senior enlisted advisor of the Navy. This billet is now Master Chief Petty Officer of the Navy (MCPON). ♦ 16 Jan 1991-Operation Desert Storm began	25/34025	26/33926	27/33827

"Happy New Year!"

JANUARY 1998

Wednesday	Thursday	Friday	Saturday
Did you know?.... New Year's Day is the most widely celebrated holiday in the World. 15 Jan 1979 - Religious Program Specialist rating anniversary	NEW YEAR'S DAY		
	1/3641	2/3632	3/3623
7/3587	8/3578	9/3569	10/35510
14/35114	15/35015	16/34916	17/34817
21/34421	22/34322	23/34223	24/34124
28/33728	29/33629	30/33530	31/33431

FEBRUARY 1998


<div> JANUARY 1998 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> <div> MARCH 1998 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div>		Sunday	Monday	Tuesday
			GROUND HOG DAY	
		32/333 1	33/332 2	34/331 3
Evals/Fitreps/Counseling due: O-2 Midterm O-5,O-1, O-5 (TAR) Next Month: W1/2/3/4 (active), O-1, O-2, W1/2/3/4 TAR/Inac. E-5		39/326 8	40/325 9	41/324 10
Due this month: Enlisted Educational Advancement Program (EEAP) Applications ** Board in Early March TBD		46/319 15	PRESIDENT'S DAY (Observed) 47/318 16	48/317 17
Says who..... “Strange as it sounds, great leaders gain authority by giving it away.” (VADM Stockdale)		53/312 22	54/311 23	55/310 24
Historical Tidbits: ♦ Feb 1841-The first regulations providing details for enlisted uniforms were issued. ♦ 19 Feb 1945-U.S. Marines landed on Iwo Jima. ♦ 27 Feb 1991-President Bush announced cease-fire effective 0800, 28 February (Iraqi time).			The Naval Supply Corps was founded on 23 February in 1795.	

BLACK HISTORY MONTH***FEBRUARY 1998***

Wednesday	Thursday	Friday	Saturday
	NATIONAL PRAYER BREAKFAST		
35/3304	36/3295	37/3286	38/3277
			VALENTINE'S DAY ♥
42/32311	43/32212	44/32113	45/32014
49/31618	50/31519	51/31420	52/31321
ASH WEDNESDAY			
56/30925	57/30826	58/30727	59/30628
	George Washington was the first President of the United States. He was born in Westmoreland County, VA in 1732. He died at Mount Vernon on 14 December of 1799.	Abraham Lincoln was our Nation's Sixteenth President and the first to be assassinated. He was born in Hardin County, KY in 1809.	

MARCH 1998

WOMEN'S HISTORY MONTH

<div>FEBRUARY 1998</div> <div> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 </div> <div>APRIL 1998</div> <div> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </div>	Sunday	Monday	Tuesday
	60/3051	61/3042	62/3033
Evals/Fitreps/Counseling due: W1/2/3/4 (Active), O-1, O-2, W1/2/3/4 TAR/Inac. E-5 Midterm: O-5 Inac., O-4 TAR/Inac. E-4 E-7/8	67/2988	68/2979	69/29610
Due this month:	74/29115	75/29016	 ST. PATRICK'S DAY 76/28917
Says who..... “Once they are convinced the command is intereted in their well-being, you can motivate American sailors to do almost anything.” (Anonymous)	81/28422	82/28323	83/28224
Historical Tidbits: ♦ 20 Mar 1922 -The <i>Jupiter</i> , a former collier (coal-carrier), was recommissioned after conversion to the Navy's first carrier, the <i>Langley</i> (CV1). ♦ 24-25 Mar 1986 -In response to terrorist attacks on civilians, a Sixth Fleet force engaged Libyan forces.	88/27729	89/27630	90/27531

AMERICAN RED CROSS MONTH

MARCH 1998

Wednesday	Thursday	Friday	Saturday
63/302 4	64/301 5	65/300 6	66/299 7
70/295 11	71/294 12	72/293 13	73/292 14
77/288 18	78/287 19	79/286 Vernal Equinox 20	80/285 21
84/281 25	85/280 26	86/279 27	87/306 28
	<p>The Navy Medical Corps was founded on 3 March 1871.</p> <p>3Mar 1795 - The Naval Supply Corps was established.</p> <p>The Naval Security Group was established March 11, 1935.</p>	<p>The Navy "SEABEES" were founded on the 5th of March in 1942.</p> <p>2 Mar 1867 - The Civil Engineer Corps (CEC) was established.</p>	

APRIL 1998

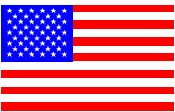
MONTH OF THE MILITARY CHILD

<div>MARCH 1998</div> <div> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> <div>MAY 1998</div> <div> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </div>	Sunday	Monday	Tuesday
		28 APRIL through 1 MAY ----- Days of Remembrance of the Holocaust NATIONAL VOLUNTEER'S WEEK 19 - 25 APRIL	TAX RETURN TIME..... file before April 15th!
Evals/Fitreps/Counseling due: E-9 Midterm O-4 Act. O-3 TAR/Inac. E-1/2/3 Next month: O-1 Act.	† PALM SUNDAY Daylight Savings Time 95/270 5	96/269 6	97/268 7
Due this month:	† EASTER SUNDAY 102/263 12	103/262 13	104/261 14
Says who..... “Finally...remember the worst kind of poverty is not economic poverty, it is poverty of values.” (General Colin Powell)	HOLY PASCHA (Orthodox) 109/256 19	110/255 20	111/254 21
Historical Tidbits: ♦ 1 April 1893 - Chief Petty Officer birthday. ♦ 2 Apr 1827-Construction of the first naval hospital was begun in Portsmouth, Virginia. ♦ 6 Apr 1917-The United States entered World War I. ♦ 19 Apr 1989-A powder explosion in turret II of <i>Iowa</i> (BB 61) killed 47 crew members.	116/249 26	Islamic New Year 117/248 27	118/247 28

APRIL 1998

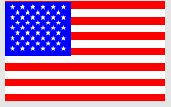
Wednesday	Thursday	Friday	Saturday
91/2741	92/2732	93/2723	94/2714
98/2678	99/2669	100/26510	101/26411
105/26015	106/25916	107/25817	108/25718
112/25322	113/25223	114/25124	115/25025
119/24629	120/24530	<p>2 Apr 1948-Dental Technician rating was established. Happy 50th Birthday!!</p> <p>11 Apr 1900-Submarine Force birthday.</p>	<p>"Everyone is more or less the master of his own fate." (Aesop)</p>

MAY 1998

APRIL 1998	Sunday	Monday	Tuesday
<div> <div>S M T W T F S</div> <div>1 2 3 4</div> <div>5 6 7 8 9 10 11</div> <div>12 13 14 15 16 17 18</div> <div>19 20 21 22 23 24 25</div> <div>26 27 28 29 30</div> </div>		<div>28 APRIL through 1 MAY -----</div> <div>Days of Remembrance of the Holocaust</div> <div>*****</div> <div>13 May 1908 - The Navy Nurse Corps was established.</div>	
<div> <div>JUNE 1998</div> <div>S M T W T F S</div> <div>1 2 3 4 5 6</div> <div>7 8 9 10 11 12 13</div> <div>14 15 16 17 18 19 20</div> <div>21 22 23 24 25 26 27</div> <div>28 29 30</div> </div>			<div>CINCO DE MAYO</div>
<div>Evals/Fitresps/Counseling due:</div> <div>O-1 Act.</div> <div>Midterm O-2 Act., E-6</div> <div>Next month: E4</div>	<div>123/2423</div>	<div>124/2414</div>	<div>125/2405</div>
<div>Due this month:</div>	<div>MOTHER'S DAY ☸</div>		
<div>130/23510</div>	<div>131/23411</div>	<div>132/23312</div>	
<div>Says who.....</div> <div>““Wrong is wrong even if everyone agrees with it, and right is right even if everyone disagrees with it.”</div> <div>(Anonymous)</div>	<div>137/22817</div>	<div>138/22718</div>	<div>139/22619</div>
<div>Historical Tidbits:</div> <div>♦ 17 May 1987-The USS <i>Stark</i> (FFG 31) was fired upon by Iraqi aircraft missiles; 37 crew members were killed.</div> <div>♦ 31 May 1919-Navy flying boat C-4, under Lieutenant Commander Albert C. Read, became the first aircraft to fly across the Atlantic Ocean.</div>	<div>144/22124</div> <div>PENTECOST</div> <div>-----</div> <div>151/21431</div>	<div>MEMORIAL DAY</div> <div>(Observed Holiday)</div> <div></div> <div>145/22025</div>	<div>146/21926</div>

ASIAN-PACIFIC AMERICAN HERITAGE MONTH

MAY 1998

Wednesday	Thursday	Friday	Saturday
		121/244 1	122/243 2
	NATIONAL DAY OF PRAYER	MILITARY SPOUSE APPRECIATION DAY	
126/239 6	127/238 7	128/237 8	129/236 9
			ARMED FORCES DAY 
133/232 13	134/231 14	135/230 15	136/229 16
			Ascension Day
140/225 20	141/224 21	142/223 22	143/222 23
147/218 27	148/217 28	149/216 29	150/215 30

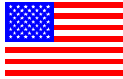
JUNE 1998

<div><div><div>MAY 1998</div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div></div><div><div></div><div></div><div></div><div></div><div></div><div>1</div><div>2</div></div><div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div></div><div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div></div><div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div></div><div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div></div></div></div> <div><div>JULY 1998</div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div></div><div><div></div><div></div><div></div><div>1</div><div>2</div><div>3</div><div>4</div></div><div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div></div><div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div></div><div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div></div><div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div><div></div></div></div>	Sunday	Monday	Tuesday
		152/211	153/2122
Evals/Fitreps/Counseling due: E-4 Midterm W1/2 Act., O-1/2 TAR/Inac., W1/2 TAR/Inac.	158/2077	159/2068	160/2059
Due this month:	FLAG DAY 		
	165/20014	166/19915	167/19816
Says who..... “The best military decision ever made will be worthless unless it can be transmitted - either in wirting or in speech - rapidly, accurately, and succinctly, to the unit which is supposed to execute it.” (William B. Franke, former SECNAV)	FATHER’S DAY Summer Solstice 172/19321	173/19222	174/19123
Historical Tidbits: ◆ 4-6 Jun 1942-Battle of Midway. Four Japanese carriers were sunk and only one American was lost. ◆ 6 Jun 1944-The Allies invaded Normandy, the largest amphibious assault ever. ◆ 10 Jun 1862-The Red Rover, the Navy’s first hospital ship, went into operation on the Mississippi River. ◆ 19-20 Jun 1944-In the Battle of Philippine Sea, also called the Marianas Turkey Shoot, naval aviators downed 426 Japanese aircraft.	179/18628	180/18529	181/18430

JUNE 1998

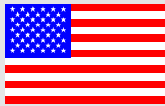
Wednesday	Thursday	Friday	Saturday
154/211 3	155/210 4	156/209 5	157/208 6
161/204 10	162/203 11	163/202 12	164/201 13
168/197 17	169/196 18	170/195 19	171/194 20
175/190 24	176/189 25	177/188 26	178/187 27
	The Judge Advocate General (JAG) General was founded 8 June 1880 .	On June 18, 1812 , the Navy Hospital Corps were founded.	<p>"Time and water are the two most powerful solvents I know: one breaks up pride, the other, stones."</p> <p>(Alexandre Dumas)</p>

JULY 1998

<div> <div>JUNE 1998</div> <div> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </div> </div> <div> <div>AUGUST 1998</div> <div> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> </div>		Sunday	Monday	Tuesday
			<p>The United States celebrates the 22nd anniversary of our Declaration of Independence on the 4th of July, the day it was approved Congress.</p> 	<p>Did you know?... On July 6, 1862, Congress established the ranks of rear admiral, commodore, lieutenant commander, master and ensign.</p>
<p>Evals/Fitreps/Counseling due:</p> <p>O-6, O-7, O-8 (All) E-1/2/3</p> <p>Midterm O-3 Act.</p> <p>Next month: O-5 Act., O-2 Act., O-5 TAR</p>		186/179 5	187/178 6	188/177 7
<p>Due this month:</p>		193/172 12	194/171 13	195/170 14
<p>Says who.....</p> <p>“You cannot manage it unless you can measure it.”</p> <p>(ADM William J. Flanagan, Jr.)</p>		200/165 19	201/164 20	202/163 21
<p>Historical Tidbits:</p> <ul style="list-style-type: none"> ♦ 2 Jul 1946-A jet aircraft operated from an aircraft carrier for the first time. ♦ 20 Jul 1969 -The lunar module <i>Eagle</i> (Apollo 11) landed on the moon,. Neil Armstrong was the first man to set foot on the moon. ♦ 31 Jul 1874-The <i>Intrepid</i>, first experimental Navy torpedo boat to carry self-propelled torpedoes, was commissioned.. 		207/158 26	208/157 27	209/156 28

Happy Independence Day!

JULY 1998

Wednesday	Thursday	Friday	Saturday
			INDEPENDENCE DAY 
182/183 1	183/182 2	184/181 3	185/180 4
189/176 8	190/175 9	191/174 10	192/172 11
196/169 15	197/168 16	198/167 17	199/166 18
203/162 22	204/161 23	205/160 24	206/159 25
			“ However far the stream flows, it never forgets its source.” (Yoruba Proverb)
210/155 29	211/154 30	212/153 31	

AUGUST 1998

JULY 1998 S M T W T F 1 2 3 5 6 7 8 9 10 12 13 14 15 16 17 19 20 21 22 23 24 26 27 28 29 30	Sunday	Monday	Tuesday
SEPTEMBER 1998 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		On August 4, 1947 , the Navy Medical Service Corps was founded. On August 22, 1912 , the Navy Dental Corps was founded.	
Evals/Fitreps/Counseling due: O-5 Act., O-2 Act., O-5 TAR Midterm O-1 Act. Next month: W1/2 Act., O-5 Inac O-4 O-2 O-1 W1/2 TAR/Inac E-7/8	214/151 2	215/150 3	216/149 4
Due this month:	221/144 9	222/143 10	223/142 11
Says who..... “Positive reinforcement is the best motivator of professionals ... to miss a chance to give that reinforcement is inexcusable.” (RADM L. E. Angelo)	228/137 16	229/136 17	230/135 18
Historical Tidbits: ♦ 3 Aug 1942 - Mildred McAfee was commissioned as the first woman naval (line) officer. ♦ 6 Aug 1945 -The first atomic bomb was detonated over Hiroshima. ♦ 14 Aug 1945 -V-J Day. The end of World War II. ♦ 21 Aug 1920 -The first radio message heard around the world was broadcast from a Navy radio station near Bordeaux, France.	235/130 23 242/123 30	236/129 24 243/122 31	237/128 25

AUGUST 1998

Wednesday	Thursday	Friday	Saturday
			213/152 1
217/148 5	218/147 6	219/146 7	220/145 8
224/141 12	225/140 13	226/139 14	227/138 15
231/134 19	232/133 20	233/132 21	234/131 22
238/127 26	239/126 27	240/125 28	241/124 29

SEPTEMBER 1998

<div> <div>AUGUST 1998</div> <div> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> </div> <div>OCTOBER 1998</div> <div> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div>		Sunday	Monday	Tuesday
			POW/MIA WEEK 20-26 SEP... a time for special recognition.	
			Reminder: BOOST applications are due 1 October.	244/121 1
Evals/Fitreps/Counseling due: W1/2 Act., O-5 Inac O-4 O-2 O-1 W1/2 TAR/Inac E-7/8 Midterm W-3/4 Act/TAR/Inac. E-4, E-5 Next month: O-4 Act, O-3 TAR/Inac.		249/116 6	LABOR DAY 250/115 7	251/114 8
Due this month:			Ombudsman Appreciation Day	
		256/109 13	257/108 14	258/107 15
Says who..... "Wars may be fought with weapons, but they are won by men. It is the spirit of the men who follow, and of the man who leads, that gains the victory." (General George S. Patton Jr.)		Autumnal Equinox 263/102 20	264/101 21	263/100 22
Historical Tidbits: ♦ 2 Sep 1945-Japan formally surrendered on board the <i>Missouri</i> (BB 63). ♦ 9 Sep 1961-The <i>Long Beach</i> (CGN 9), the world's first nuclear-powered surface warship, was commissioned. ♦ 11 Sep 1872 --- James Henry Conyers became the first black to enter the Naval Academy. ♦ 30 Sep 1968-The <i>New Jersey</i> fired her first mission off Vietnam, the first battleship combat firing since the Korean War.		270/95 27	271/94 27	272/93 29

15 SEP-15 OCT NATIONAL HISPANIC HERITAGE MONTH

SEPTEMBER 1998

Wednesday	Thursday	Friday	Saturday
245/1202	246/1193	247/1184	248/1175
252/1139	253/11210	254/11111	255/11012
259/10616	260/10517	261/10418	262/10319
266/9923	267/9824	268/9725	269/9626
YOM KIPPUR			
273/9230			

OCTOBER 1998

"Happy Birthday U.S. Navy!"

SEPTEMBER 1998

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER 1998

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sunday

**15 SEP-15 OCT
NATIONAL
HISPANIC
HERITAGE
MONTH**

Monday

Fiscal Year (FY-99) begins on
1 October.

Tuesday

Reminder: ECP and AECP
applications are due 1 November.

Evals/Fitrep/Counseling due:

O-4 Act.

O-3 TAR/Inac.

Midterm E-9, E-1/2/3

Next Month:

O-1

E-6

277/88

4

278/87

5

279/86

6

Due this month:

1 Oct - BOOST Applications

COLUMBUS DAY

NAVY BIRTHDAY

284/81

11

285/80

12

286/79

13

Says who.....

"One of the first signs of a truly
strong leader is that he is
comfortable delegating
authority."

(ADM Thomas B. Hayward)

291/74

18

292/73

19

293/72

20

Historical Tidbits:

Daylight Savings Time

- ♦ **October 1911**-The Navy received its first aircraft. One of which was built by the Wright Brothers.
- ♦ **10 Oct 1845**-The U.S. Naval Academy was established in Annapolis, Maryland.
- ♦ **13 Oct 1775**-U.S. Navy birthday
- ♦ **17 Oct 1781**-General Cornwallis surrendered at Yorktown, thus ending the Revolutionary War.
- ♦ **23 Oct 1983**--243 U.S. Marine, sailors and soldiers were killed in a terrorist bomb blast in Beirut International airport.

298/67

25

299/66

26

300/65

27

"Happy Halloween"

OCTOBER 1998

Wednesday	Thursday	Friday	Saturday
Did you know?.... Halloween is derived from "All Hallows Eve", the evening before all Saints Day. 13 October 1775 - Birthdate of the U.S. Navy. 6 October 1845: U.S. Naval Academy was founded.			
	274/911	275/902	276/893
280/857	281/848	282/839	283/8210
287/7814	288/7715	289/7616	290/7517
294/7121	295/7022	296/6923	297/6824
			HALLOWEEN
301/6428	302/6329	303/6230	304/6131

NOVEMBER 1998

“Happy Thanksgiving!”

NATIVE AMERICAN

<div> OCTOBER 1998 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> <div> DECEMBER 1998 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div>		Sunday	Monday	Tuesday
		305/60 1	306/59 2	307/58 ELECTION DAY 3
Evals/Fitresps/Counseling due: O-1 E-6 Midterm O-2 Act. Next Month: E-4		Navy Sabbath		U.S. MARINE CORPS BIRTHDAY (1775)
		312/53 8	313/52 9	314/51 10
Due this month: ECP/AECP Application 1 Nov. Reminder: NROTC applications due 1 December				
		319/46 15	320/45 16	321/44 17
Says who..... “The best form of “Welfare” for the troops is first-class training, for this saves unnecessary casualties.” (Field Marshal Erwin Rommel)				
		326/39 22	327/38 23	328/37 24
Historical Tidbits: ♦ 2 Nov 1943-At Empress Augusta Bay, U.S. Navy forces defeated a Japanese attack. ♦ 9 Nov 1950-First dogfight involving a Navy jet and an enemy jet. ♦ 16 Nov 1776-The U.S. flag was saluted for the first time by the Dutch governor of St. Eustatius Island in the West Indies.		First Sunday of Advent		
		333/32 29	334/31 30	

HERITAGE MONTH Salute to Veterans, 11 November NOVEMBER 1998

Wednesday	Thursday	Friday	Saturday
308/57 4	309/56 5	310/55 6	311/54 7
VETERAN'S DAY			
315/50 11	316/49 12	317/48 13	318/47 14
322/43 18	323/42 19	324/41 20	325/40 21
	THANKSGIVING DAY		
329/36 25	330/35 26	331/34 27	332/33 28
<p>The Great American Smokeout is this month ...</p> <p>sponsor a friend ☺</p> <p>to quit for a day!</p>	<p><i>Armistice Day</i> was established in 1926 to commemorate the end of World War I. In 1954, the name changed to <i>Veteran's Day</i> in honor of all men and women of the Armed Services.</p>	<p>NATIONAL MILITARY FAMILY APPRECIATION WEEK 22- 29NOVEMBER</p> <p>Navy Chaplain Corps was founded November 28, 1775.</p>	

DECEMBER 1998

<div> <div>NOVEMBER 1998</div> <div> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </div> </div> <div> <div>JANUARY 1999</div> <div> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </div> </div>		Sunday	Monday	Tuesday
		REMEMBER PEARL HARBOR 7 DECEMBER 1941	ARMY - NAVY GAME 5 DECEMBER GO NAVY!	335/30 1
Evals/Fitresps/Counseling due: E-4 Midterm W-1/2 Act/TAR/Inac. O-1/O-2 TAR/Inac. Next month: O-3, E-1/2/3		340/25 6	341/24 PEARL HARBOR DAY 7	342/23 8
Due this month: NROTC Applications		347/18 13	348/17 Hanukkah 14	349/16 15
Says who..... “Take calculated risks. That is quite different from being rash.” (General George S. Patton Jr.)		354/11 20	355/10 Winter Solstice 21	356/9 22
Historical Tidbits: ♦ 3 Dec 1775-The first man-of-war of the Continental Navy, the <i>Alfred</i> , was commissioned at Philadelphia. Her “first lieutenant (XO) was Lieutenant John Paul Jones. ♦ 7 Dec 1941-Japanese attacked Pearl Harbor, killing 2,008 Navy men. ♦ 14 Dec 1944-The five-star rank of fleet admiral was created. ♦ 21 Dec 1861-The Medal of Honor was authorized by Congress.		361/4 27	362/3 28	363/2 29

"Happy Holidays to all!"

DECEMBER 1998

Wednesday	Thursday	Friday	Saturday
			ARMY-NAVY GAME
336/292	337/283	338/274	339/265
343/229	344/219	345/2010	346/1912
350/1516	351/1417	352/1318	353/1219
		CHRISTMAS DAY	First day of KWANZAA
357/823	358/724	359/625	360/526
		WELCOME 1999!	
364/130	365/0031		

FITREP/EVAL/COUNSELING PLANNING CALENDAR

(FITREP/EVAL ending dates are the last day of the month for officers and the 15th of the month for enlisted.)

	PERIODIC FITREP/EVAL			MID-TERM COUNSELING		
	Officers	Officers	Enlisted	Officers	Officers	Enlisted
	(Active)	(TAR/Inac.)	(All)	(Active)	(TAR/Inac.)	(All)
January	O3		E3/2/1	O6	O6	
February	O2			O5,O1	O5(TAR)	
March	W4,W3 W2,W1	O2,O1,W4, W3,W2,W1	E5		O5(INAC), O4	E8,E7,E4
April			E9	O4	O3	E3/2/1
May	O1			O2		E6
June			E4	W2,W1	O2,O1 W2,W1	
July	O8,O7,O6	O8,O7,O6	E3/2/1	O3		
August	O5,O2	O5(TAR)		O1		
September	W2,W1	O5(INAC), O4,O2,O1, W2,W1	E8,E7	W4,W3	W4,W3	E5,E4
October	O4	O3				E9,E3/2/1
November	O1		E6	O2		
December			E4	W2,W1	O2,O1, W2,W1	

A periodic report may be omitted if the member has received an Observed Regular report within the past 3 months. The omitted period is then included in the next Regular report. Otherwise, the Periodic report must be submitted on the due date, but may then be extended by letter for up to 3 months in place of a Promotion/Frocking of Detachment report. Mid-term counseling should normally be performed in the month scheduled, and may not be omitted or unduly delayed, but may be performed in an earlier or later month if necessary or more appropriate to the needs of the member.

FY 98 BOARD SCHEDULE

***** DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

PLEASE verify correct dates by calling
Selection Board Support Office (PERS 321)
DSN 224-3105, Comm (703) 614-3105

<u>MONTH</u>	<u>DD</u>	<u>- DD</u>	<u>NAME OF BOARD</u>
JANUARY	12	16	NC DUINS
JANUARY	12	23	ACTIVE O-6 LINE
JANUARY	12	23	RESERVE O-6 LINE
JANUARY	20	21	CWO CONTINUATION
JANUARY	20	6 FEB	CWO/LDO INSERVICE PROCUREMENT
JANUARY	26	4 FEB	SURFACE COMMANDER COMMAND
JANUARY	26	30	TAR TRANS/REDESIGNATION-AUTOSCREEN
FEBRUARY	2	6	RESERVE E-8/9 SPECIAL
FEBRUARY	5	6	SURFACE COMMANDER COMMAND STATE
FEBRUARY	9	11	EXECUTIVE TRAINING PROGRAM
FEBRUARY	9	13	RESERVE O-7 LINE
FEBRUARY	9	13	ACTIVE O-7 LINE
FEBRUARY	17	20	PHD PROGRAM
FEBRUARY	17	18	NAVAIR MAJ ACQ CMD STATE (O-6)
FEBRUARY	17	20	CHC PG SCREEN
FEBRUARY	17	20	CEC O-6 COMMAND SCREEN
FEBRUARY	18	19	APC #1
FEBRUARY	19	20	ACTIVE LT JAGC/CHC
FEBRUARY	23	27	ACTIVE O-6 STAFF
FEBRUARY	23	27	RESERVE LDO/CWO INSERVICE PROCUREMENT
MARCH	2	6	SUB MAJOR COMMAND SCREEN
MARCH	2	6	RESERVE O-5/6 STAFF
MARCH	4	6	LAW EDUCATION PROGRAM
MARCH	9	27	ACTIVE O-5 LINE
MARCH	9	13	ACTIVE O-5 STAFF
MARCH	16	3 APR	RESERVE E-8/9
MARCH	23	27	JAG TAP 9803
MARCH	25	27	RESERVE E-7 SPECIAL
MARCH	30	3 APR	FLEET SUPPORT XO SCREEN
MARCH	30	3 APR	MSC INSERVICE PROCUREMENT
MARCH	30	3 APR	SURFACE O-4 CO/XO
APRIL	6	24	ACTIVE O-4 LINE
APRIL	6	17	ACTIVE O-4 STAFF
APRIL	13	22	ACTIVE E-8/9
APRIL	13	24	TRANSFER/REDESIGNATION #2
APRIL	22	24	JOINT SPECIALTY OFFICER #2
APRIL	27	1 MAY	CEC O-5 COMMAND SCREEN
APRIL	27	1 MAY	RESERVE O-4 MC
MAY	4	8	SURF DEPARTMENT HEAD SCREEN
MAY	6	8	LDO CONTINUATION
MAY	11	15	SUBMARINE CO/XO
MAY	11	22	RESERVE O-5 LINE
MAY	18	22	NJROTC
MAY	18	22	TAR AVIATION OIC

MONTH	DD	- DD	NAME OF BOARD
MAY	26	5 JUN	SEA/CMD COMMAND MASTER CHIEF #2
JUNE	1	12	RESERVE O-4 LINE
JUNE	1	5	ACTIVE CWO 3/4
JUNE	8	17	ACTIVE E-7
JUNE	8	10	MAJOR AIMD
JUNE	15	19	TAR TRANSFER-REDESIGNATION
JUNE	15	19	INTEL COMMANDER SEA
JUNE	22	26	TEST PILOT #2
JUNE	22	10 JUL	RESERVE E-7
JUNE	24	26	RL MAJOR AQU COMMAND SCREEN
JULY	6	10	RESERVE AVIATION O-5 CMD
JULY	13	17	DENTAL CORPS DUINS
JULY	20	24	ACTIVE O-3 LINE
JULY	20	24	RESERVE O-3 LINE
JULY	20	24	APC #2
JULY	27	31	ACTIVE O-3 STAFF
JULY	27	31	JAGC PG SCREEN
JULY	27	31	SUPPLY CORPS PG SCREEN
JULY	27	31	VADM STOCKDALE
SEPTEMBER	8	18	RESERVE O-3/4
SEPTEMBER	8	25	SEAMAN TO ADMIRAL
SEPTEMBER	14	18	MEDICAL SERVICE CORPS DUINS
SEPTEMBER	21	25	O-4 CONTINUATION
SEPTEMBER	21	25	MEDICAL CO/XO
SEPTEMBER	21	25	JAG TAP 9809
SEPTEMBER	21	5	AVIATION COMMAND SCREEN
SEPTEMBER	28	2	RESERVE CWO 3/4

OCTOBER THROUGH DECEMBER BOARD DATES TBD

CRYPTO O-5 COMMAND
 ACTIVE O-8 LINE/STAFF
 RESERVE O-8 LINE/STAFF
 TRANS-REDIGNATION #1
 SUB DEPT HEAD SCREEN
 SUPPLY CORPS CDR SEA
 NAVAIR MAJ ACQ CMD STATE (O-6)
 JOINT SPECIALTY OFFICER #1
 SURFACE MAJOR COMMAND
 CANVASSER/RECRUITER - IRAD
 METOC O-5/6
 NAVAIR ACQ CMD STATE (O-5)
 FEF/POLMIL/A.S. MOREAU/OLMSTEAD
 RES MAJOR CMD/TAR O-6 CONT/O-5 SERAD
 SEA/CMD COMMAND MASTER CHIEF #1
 NJROTC
 TAR CDR SERAD
 EXECUTIVE TRAINING PROGRAM
 REIP
 FLEET SUPPORT CO SCREEN
 MECP

 TEST PILOT #1
 ACTIVE O-7 STAFF
 RESERVE O-7 STAFF

The NAVY LEADERSHIP CONTINUUM -- UPDATE '98

The 1997 Navy Leader Planning Guide featured an article of special interest--- the Navy Leadership Training Courses. For those of you who missed it, background information follows:

Recognizing a need for continual, career-long progression of leadership education and training, the Navy Leadership Continuum was conceptualized. The cornerstone of this continuum is a series of Leadership Training Courses. Four major themes are the foundation of all the courses: values; responsibility, authority, and accountability of leadership; unity of command, Navy and services; and continuous improvement. The formal leadership training will be periodically reinforced with "booster shots" in warfare/specialty pipeline training, at annual all-hands training, and during developmental/professional assignments. Current education and training programs that include leadership modules are being brought into alignment with the continuum themes to ensure consistency and eliminate redundant or conflicting training.

Students attending Leadership Training Courses (LTCs) are tasked heavily for the full two weeks. Extensive reading and homework is required outside of class hours on a daily basis.

Group physical fitness is conducted and daily quarters for muster and personnel inspections are held. Classes run daily from approximately 0715 to 1730.

These courses are challenging and demand total participation; they are not conventional courses of instruction! The courses are designed to make you think and better prepare you for leadership roles. The LTCs provide the tools to help you become a leader who will make a difference.

There are four enlisted training courses: Second Class Petty Officer, First Class Petty Officer, Chief Petty Officer, and the Command Master Chief (CMC)/Chief of the Boat (COB) Course which is integrated into the Senior

Enlisted Academy. All enlisted courses, except for the CMC/COB course, are offered at the Naval Leader Training Units in Coronado, CA and Little Creek, VA as well as training sites in

Bangor, Great Lakes, Groton, Kings Bay, Mayport, Pearl Harbor, Pensacola, Washington, DC, Rota, and Yokosuka. In addition, Mobile Training Teams provide training to commands located more than 50 miles from a resident training site. The FY 98 MTT schedule is published as NAVADMIN 144/97.

Enlisted personnel are required to attend the appropriate Leadership Training Course (LTC) upon selection to PO2, PO1, CPO, and CMC/COB. Successful completion is required prior to recommendation for advancement to the next higher paygrade. Grand-fathering specifics are covered in NAVADMIN 189/97.

The officer courses are Basic Officer (division/branch officer), Intermediate Officer (department head/ Second Aviation Sea Tour), Advanced (XO/aviation department head), and Command (CO/aviation XO). A Limited Duty Officer/Chief Warrant Officer course is provided to newly commissioned officers in Pensacola, FL. The CO and Advanced (XO) courses are single sited at Newport, RI. Other courses are taught within technical

warfare training pipelines and, for those with no pipeline, at the NLTUs.

The Leadership Training Courses have been well-received by the fleet. "I'm extremely pleased and very much confident in the quality of the feedback that we are getting from the fleet about the training continuum," Admiral Johnson, Chief of Naval Operations said in June of this year. The entire leadership curriculum came on-line in June of 1997, having trained 1,550 officers and 8,500 enlisted personnel in a year's time. Now running at full capacity, more than 50,000 Sailors are expected to attend one of the courses annually.

For further information visit CNET's web page at [<www.cnet.navy.mil>](http://www.cnet.navy.mil). Quota control numbers are listed for your convenience on the next page:

Navy Leadership Training Course Sites
QUOTA CONTROL INFORMATION LISTING

NLTU Little Creek, VA	DSN 864-3119 FAX x4875	COMM	(757) 363-3119
NLTU Det Washington, D.C.	DSN 288-3292 FAX (202)433-2988	COMM	(202) 433-3292 (Comm Only)
NLTU Det Rota, Spain	DSN 727-2496 FAX x2753	COMM	34-56-82-2496
NAVSUBSCOL Groton, CT	DSN 241-3933 FAX x3788	COMM	(860) 449-3933
TRITRAFAC Kings Bay, GA	DSN 573-3452 FAX x3414	COMM	(912) 673-2926 ext 1420
FTC Mayport, FL	DSN 960-5240/5673 FAX x6671	COMM	(904) 270-5240/5673
NASC Pensacola, FL	DSN 922-3181 FAX x8732	COMM	(850) 452-3181
NLTU Coronado, CA	DSN 577-3946 FAX x3956	COMM	(619) 437-3946
TRITRAFAC Bangor, WA	DSN 322-2599 FAX x2911	COMM	(360) 315-2599
SSC Great Lakes, IL	DSN 792-4975/6/4732 FAX x6891	COMM	(847) 688-4975/6/4732
STCPAC Pearl Harbor, HI	DSN 471-0777 FAX x0561	COMM	(808) 471-0777
AFTGWESTPAC Yokosuka, JA	DSN 243-7383 FAX DSN 243-6100	COMM	011-81-311-734-7383

Elements of Leadership

Elements of leadership, vital to the effectiveness of a leader, can be classified into five major categories.

- *Values development*

A leader's value system impacts greatly on the effectiveness of an organization. How a leader influences the values development of individuals and the organization will provide the foundation for technical excellence and effective leadership.

- *People skills*

People skills are important because leadership is a relationship that depends on the interaction between a leader and followers. Interpersonal skills are vitally important in the process of inspiring others toward implementing the leader's vision.

- Listening
- Oral communication
- Network building
- Conflict management
- Assessment of self and others

- *Process skills*

Process skills include process management, continuous process improvement, problem solving, decision making, goal setting, and planning. Process skills may also include skills that are considered management skills, such as administrative skills.

- *Professional knowledge*

Professional knowledge involves technical knowledge and operational knowledge of the organization and mission. Leaders must possess extensive information about their functional areas and organization to be successful. The knowledge required for leadership is not always scholarly knowledge, but is based on the training and experience of the leader.

-- Technical expertise often improves a leader's ability to lead the organization. As the Navy becomes more technological, the requirement for leaders to have technical expertise will increase.

-- Knowledge of the organization often has greater importance than formal training and allows a leader to fall back on experience to make sound decisions quickly.

- *Cognitive skills*

Cognitive skill or intelligence is a necessary asset to leaders because they must gather, integrate, and interpret enormous amounts of information. Followers look for their leaders to have the intelligence needed to formulate strategies, solve problems, and make correct decisions. Having the necessary cognitive ability includes having strong analytical ability, good judgment, ability to think strategically, the ability to think multi-dimensionally, and "above-average intelligence" rather than genius. Demands for cognitive ability increase with the increasing level of modern technology.

PERSONNEL ADMINISTRATION REFERENCE INDEX

* SYMBOL DENOTES NAVY PUBLICATION/HANDOUT

CHECK THE ISSUING COMMAND'S 5215 NOTICE **TO BE SURE YOU ARE REFERENCING** **THE LATEST EDITION/CHANGE** **OF A DIRECTIVE**

REFERENCING MANUAL/DIRECTIVE			REFERENCING MANUAL/DIRECTIVE		
SUBJECT	(INSTRUCTIONS LISTED AS SERIES)		SUBJECT	(INSTRUCTIONS LISTED AS SERIES)	
"A" SCHOOLS	TRANSMAN		BROADENED OPPORTUNITY FOR		
ABSENTEES	MILPERSMAN		OFFICER SELECTION AND		
Collection Unit Staff	ENLTRANSMAN		TRAINING (BOOST)	OPNAVNOTE	1500
ACADEMY	NAVPERS	15878		MILPERSMAN	
	CNETINST	1531.3	BROKEN SERVICE	MILPERSMAN	
	OPNAVINST	1531.4	CAREER COUNSELOR PROGRAM		
ACCELERATED ADVANCEMENT	MILPERSMAN		Assignment	ENLTRANSMAN	
ACCEPTANCE OF GIFTS	SECNAVINST	4001.2	Career Counseling and		
ACCREDITATION	CNETINST	1500.15	Retention Team Manual	*NAVPERS	15878
ACTIVE DUTY BASE DATE	MILPERSMAN		CAREER REENLISTMENT OBJECTIVES		
ADVANCE PAY	MILPERSMAN		PROGRAM (CREO)	OPNAVINST	1160.4
ADVANCED EDUCATION PROGRAM	BUPERSINST	1520.30	CASUALTIES		
ADVANCED ELECTRONICS FIELD/			Casualty Assistance Calls		
ADVANCED TECHNICAL			Program (CACP)	MILPERSMAN	
FIELD PROGRAM	MILPERSMAN			NMPCINST	1770.1
ADVANCEMENT IN RATE	BUPERSINST	1430.16	CHANGE IN RATE OR RATING	OPNAVINST	1160.4
Bibliography for Advancement Study	NAVEDTRA	10052		MILPERSMAN	
List of Courses	NAVEDTRA	10061	CHOICE OF DUTY REQUESTS	ENLTRANSMAN	
Occupational Standards	NAVPERS	18068		*NAVPERS	15980
Recommendation for	MILPERSMAN		CITIZENSHIP		
Rating Entry	OPNAVINST	1430.5	Requirements for initial appointment		
Specific Cycle	BUPERSNOTE	1418	into USN/USNR Verification of date		
After reduction in rate	MILPERSMAN		for Foreign Nationals	MILPERSMAN	
AIRCREWMAN PROGRAM	ENLTRANSMAN		CLAIMS		
ALIENS			Personal Property	JAGMAN	
Marriage/Naturalization	MILPERSMAN		Hospitalization	VA	21-526F
ALCOHOLISM/ALCOHOL ABUSE	MILPERSMAN		CLASSIFICATION		
	OPNAVINST	5350.4	Enlisted	MILPERSMAN	
ALLOTMENTS	MILPERSMAN		Officer	*NAVPERS	15839
ATTACHE DUTY	ENLTRANSMAN		CLEMENCY	SECNAVINST	5815.3
AUTOMOBILES			CLOTHING (Monetary Allowance)	MILPERSMAN	
Insurance/Shipment	MILPERSMAN			PAYPERSMAN	
Registration and Marking	OPNAVINST	5560.10	COAST GUARD APPOINTMENTS	MILPERSMAN	
AVIATION OFFICER CANDIDATE			COLLEGE	*NAVPERS	15878
(AOC) PROGRAM	MILPERSMAN		Tuition Assistance	CNETINST	1560.3
AWARDS	MILPERSMAN		Scholarship Program	OPNAVINST	1520.26
	SECNAVINST	1650.1	COLLEGE DEGREE PROGRAM (Officer)	BUPERSINST	1520.106
BALLOTS (Absentee)	MILPERSMAN		COMMAND ADVANCEMENT PRGM	BUPERSINST	1430.17
BASIC ALLOWANCE FOR QUARTERS	MILPERSMAN		COMMAND INDOCTRINATION	OPNAVINST	5351.1
(BAQ)	PAYPERSMAN		COMMAND SPONSORSHIP	MILPERSMAN	
	DODPM		COMMUTED RATIONS (COMRATS)	MILPERSMAN	
BASIC ALLOWANCE FOR				DODPM	
SUBSISTENCE (BAS)	MILPERSMAN		COMPARATIVE OCCUPATIONS	*NAVPERS	15878
	PAYPERSMAN		CONGRESSIONAL CORRESPONDENCE	MILPERSMAN	
	DODPM		CONSCIENTIOUS OBJECTORS	MILPERSMAN	
BASIC SKILLS IMPROVEMENT			CONSECUTIVE OVERSEAS TOURS	MILPERSMAN	
(Enlisted) Academic Remedial Training			CONSTRUCTIVE SERVICE	MILPERSMAN	
(ART) Program	OPNAVINST	1510.11	CONTROLLED RATINGS	OPNAVINST	1430.5
Job Oriented Basic Skills (JOBS) Prgm			CONVERSION IN RATING	MILPERSMAN	
Fundamental Skills Program	CNETINST	1560.3	CORRECTIONAL CUSTODY UNITS	SECNAVINST	1640.7
BLOOD PROGRAM	OPNAVINST	6530.4	CORRESPONDENCE MANUAL	SECNAVINST	5215.5
BOARD FOR CORRECTION OF NAVAL			COST OF LIVING ALLOWANCE		
RECORDS	MILPERSMAN		OVERSEAS	MILPERSMAN	
BONUS (Reenlistment)	OPNAVINST	1160.6	CREDIT RATING	MILPERSMAN	
Entitlement/Recoupment	DODPM		CRUISE BOOKS	OPNAVINST	5070.1
BRIGS	MILPERSMAN		CUSTOMS	MILPERSMAN	
	SECNAVINST	1640.9		OPNAVINST	5840.3
				JAGMAN	

DATA CARDS (Officer)	MILPERSMAN		ENLISTED CLASSIFICATION AND		
DEATH GRATUITY	MILPERSMAN		OCCUPATION STANDARDS	*NAVPER	18068
	*NAVPER	15878	ENLISTED COMMISSIONING PRGM	OPNAVNOTE	1530
DEBTS (Failure to pay)	MILPERSMAN			MILPERSMAN	
DECOMMISSIONING	ENLTRANSMAN		ENLISTED EDUCATION		
DEEP FREEZE (Arctic Expedition)	ENLTRANSMAN		ADVANCEMENT PROGRAM	OPNAVNOTE	1510
DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION			ENLISTED PERFORMANCE	MILPERSMAN	
SUPPORT (DANTES)	CNETINST	1560.3	ENLISTED PRIORITY MANNING	OPNAVINST	1000.16
DEFINITIONS (Military)	JCS	PUB-1	ENLISTED RETENTION PROGRAM	*NAVPER	15878
DEMONSTRATIONS			ENLISTMENTS	MILPERSMAN	
Participation of Civil Rights / Political	MILPERSMAN		EQUAL OPPORTUNITY/SEXUAL		
DEPENDENCY STATUS FOR WOMEN			HARASSMENT	MILPERSMAN	
Separation Request	MILPERSMAN			SECNAVINST	5350.6
DEPENDENTS/FAMILY MEMBERS				SECNAVINST	5350.10
Annual Certificates	MPP	30226	E. O. Manual / CME	OPNAVINST	5354.5
Applications for:			EVALUATION SYSTEM	MILPERSMAN	
Allowances	MILPERSMAN			BUPERSINST	1610.10
Command Sponsorship Overseas	MILPERSMAN		EXAMINATIONS		
Cruises	OPNAVINST	5720.2	Classification/ Retake of ASVAB	MILPERSMAN	
ID Cards	MILPERSMAN		EXCEPTIONAL FAMILY MBR (EFM)	SECNAVINST	1754.5
	NMPCINST	1750.3	EXCESS LEAVE	MILPERSMAN	
Scholarships/Schooling	MILPERSMAN		EXCHANGE OF DUTY (Swaps)	ENLTRANSMAN	
	OPNAV	1520.24		*NAVPER	15980
	NMPCNOTE	1755	EXECUTIVE TRAINING PROGRAM	SECNAVINST	1520.14
Services provided	MILPERSMAN		EXPLOSIVE ORDNANCE DISPOSAL	MILPERSMAN	
Student Travel	MILPERSMAN		EXTENSION OF REENLISTMENT	MILPERSMAN	
Support by Member	MILPERSMAN		FAMILY ADVOCACY PROGRAM	SECNAVINST	1752.3
Travel	NMPCINST	4650.2	FAMILY SEPARATION		
	ENLTRANSMAN		ALLOWANCE (FSA)	PAYPERSMAN	
				DODPM	
DEPENDENTS INDEMNITY			FAMILY SERVICE CENTER		
COMPENSATION	*NAVPER	15878	(FSC) PROGRAM	OPNAVINST	1754.1
	USC TITLE	38	FEDERAL EXECUTIVE FELLOWSHIPS	OPNAVINST	1500.72
	VA	IS-1	FEDERALLY LEGISLATED EDUCA-		
DECEDENT AFFAIRS	BUMEDINST	5360.22	TIONAL BENEFITS PROGRAM	BUPERSINST	1780.1
	MILPERSMAN		FINANCIAL RESPONSIBILITY OF		
DESERTERS	MILPERSMAN		MEMBERS	MILPERSMAN	
DISABILITY			FIRST AID TRAINING	MILPERSMAN	
Findings and Actions/Pay/Retirement	MILPERSMAN		FITNESS REPORTS	MILPERSMAN	
DISCHARGES (SEE SEPARATIONS)				BUPERSINST	1610.10
DISCRIMINATION COMPLAINTS	OPNAVINST	5354.5	FLEET RESERVE	MILPERSMAN	
ISLOCATION ALLOWANCE (DLA)	MILPERSMAN		FLIGHT PAY	MILPERSMAN	
	ENLTRANSMAN		FLIGHT TRAINING	MILPERSMAN	
DIVING PROGRAM	OPNAVINST	3150.27	FOOD MANAGEMENT TEAM PRGM	ENLTRANSMAN	
Duty	MILPERSMAN		FOREIGN LEAVE TRAVEL	MILPERSMAN	
Pay	MILPERSMAN		FOREIGN SHORE DUTY	MILPERSMAN	
DRUG ABUSE PROGRAM	SECNAVINST	5300.29		ENLTRANSMAN	
Officer	MILPERSMAN			*NAVPER	15980
Enlisted	MILPERSMAN		FRATERNIZATION	OPNAVINST	5370.2
	OPNAVINST	5350.4	FREEDOM OF INFORMATION ACT		
	SECNAVINST	5300.29	(FOIA)	SECNAVINST	5720.42
DRUG/ALCOHOL ABUSE PROGRAM	OPNAVINST	5350.4	FROCKING POLICY	MILPERSMAN	
DRUG/ALCOHOL ABUSE COUNSELOR	ENLTRANSMAN	9.2014	FULLY FUNDED GRADUATE EDUCATION		
DRUNK DRIVING	SECNAVINST	5300.29	PROGRAMS (OFFICERS)	OPNAVNOTE	1520
DUTY			FUND RAISING	SECNAVINST	5340.2
ADDU	MILPERSMAN		GARNISHMENT OF MILITARY PAY	MILPERSMAN	
Assignment of MCPO, SCPO and CPO	ENLTRANSMAN		GENERAL MILITARY TRAINING (GMT)	OPNAVINST	1500.22
DUINS	ENLTRANSMAN		GENEVA CONVENTION CARD	MILPERSMAN	
Exchange of	ENLTRANSMAN		GI BILL - Vietnam Era	CNETINST	1560.3
	*NAVPER	15980		*NAVPER	15878
With relative	ENLTRANSMAN		GI BILL - of 1984	OPNAVINST	1780.3
Preferences	ENLTRANSMAN		GIFTS	SECNAVINST	4001.2
	*NAVPER	15980	GOOD CONDUCT MEDAL	SECNAVINST	1650.1
Preference and Personal Information			Required marks for	MILPERSMAN	
Card	MILPERSMAN		GRADUATE EDUCATION (OFFICER)	OPNAVINST	1520.23
Overseas	ENLTRANSMAN			OPNAVNOTE	1520
	*NAVPER	15980	GUARANTEED ASSIGNMENT RETENTION		
Type Duty Criteria	ENLTRANSMAN		DETAILING (GUARD) III PROGRAM	ENLTRANSMAN	
EDUCATIONAL PROGRAMS	CNETINST	1560.3		*NAVPER	15878
EDVR	NMPCINST	1080.1	HAZARDOUS DUTY	*NAVPER	15980
EMERGENCY LEAVE	MILPERSMAN		Incentive pay for	MILPERSMAN	
EMPLOYMENT (Part time civilian)	MILPERSMAN		HEALTH AND PHYSICAL READINESS PROGRAM	OPNAVINST	6110.1
ENLISTED ADMIN SEPARATION	MILPERSMAN		HEALTH BENEFITS	*NAVPER	15878
	DOD DIRECTIVE	1332.14	Family Members/Dependents	*NAVPER	15891
	SECNAVINST	1910.4			

HIGH YEAR TENURE CONTINUATION INFORMATION CARD (OPPIC)	OPNAVINST MILPERSMAN	1160.5	LINK BULLETIN (ENLISTED) LOST TIME	*NAVPER MILPERSMAN	15980
HOLY DAYS/RELIGIOUS OBSERVANCE HOME	SECNAVNOTE	1730	LTJG PROGRAM LUMP SUM PAYMENTS	SECNAVINST	1412.6
Of record	MILPERSMAN		Leave	MILPERSMAN	
Ports	OPNAVINST	3111.14	MAA DUTY	*NAVPER	18068
			MAAG DUTY	ENLTRANSMAN	
HOMEOWNERS ASSISTANCE PRGM	SECNAVINST	11101.70	MAIL DIRECTIVES	OPNAVINST	5218.7
HOMEPORT CHANGE	ENLTRANSMAN		MANPOWER AUTHORIZATIONS	OPNAVINST	1000.16
HOMOSEXUALITY	MILPERSMAN		MANAGEMENT INFORMATION SYSTEM (MAPMIS)	*NAVPER	15642
HONORABLE DISCHARGE	MILPERSMAN		MARRIAGE OUTSIDE CONUS	MILPERSMAN	
HOSPITALIZATION			MASTER CHIEF PETTY OFFICER		
Orders	ENLTRANSMAN		OF COMMAND/FLEET/FORCE	OPNAVINST	1306.2
Sick in Quarters	MILPERSMAN		MEDALS AND AWARDS	SECNAVINST	1650.1
HOUSEHOLD GOODS	JFTR		MEDICAL CARE FOR ELIGIBLE PERSONNEL	*NAVPER	15878
	*NAVPER	15891	MEDICAL ENLISTED COMMISSIONING PROGRAM	NAVMECOMINST BUPERSINST	1530.1 1131.2
Shipment and Storage	MILPERSMAN		MEDICAL SERVICE CORPS OFFICER PROGRAM	MILPERSMAN NAVMECOMINST	1520.2A
HOUSE HUNTING POLICY	MILPERSMAN		MERCHANT MARINE APPOINTMENTS	MILPERSMAN	
HOUSING	SECNAVINST	11101.2	MERITORIOUS MAST	MILPERSMAN	
Allowance			MILITARY AFFILIATE RADIO SYSTEM (MARS)	SECNAVINST	2093.1
Overseas	MILPERSMAN		MILITARY APPEARANCE	*NAVPER	15665
Variable (U. S.)	MILPERSMAN SECNAVINST	7220.82	MILITARY TRAINING	OPNAVINST	1500.2
HUMANITARIAN			MORALE	MILPERSMAN	
Discharge (Enlisted)	MILPERSMAN		MORTGAGE INSURANCE	DOD	1338.4
Duty (Enlisted)	ENLTRANSMAN	18	NATO COMMAND DUTY	ENLTRANSMAN	
(Officer)	OFFTRANSMAN		NATURALIZATION	MILPERSMAN	
Leave	MILPERSMAN		NAVAL ACADEMY PROGRAM	MILPERSMAN	
IDENTIFICATION CARDS				OPNAVINST	1531.4
Family Members/ Dependents	MILPERSMAN BUPERSINST	1750.10		OPNAVNOTE	1531
Tags	MILPERSMAN		NAVAL CLEMENCY BOARD	MILPERSMAN	
IMMUNIZATION	NAVMECOMINST	6230.3	NAVAL FLIGHT OFFICER CANDIDATE PROGRAM	*NAVPER MILPERSMAN	15878
			NAVAL RESERVE PROGRAM	*NAVPER	15878
INCENTIVE PAY FOR HAZARDOUS DUTY	PAYPERMAN MILPERSMAN		NAVAL RESERVE OFFICERS TRAINING CORPS	MILPERSMAN	
INCOMPETENT OR SUBSTANDARD PERFORMANCE				OPNAVNOTE	1533
	IMPERSMAN			NAVSUP	2002
INDEBTEDNESS	JAGMAN		NAVY CAMPUS	OPNAVINST	1560.9
Policy	MILPERSMAN			CNETINST	1560.3
INJURY REPORTS	JAGMAN		NAVY CORRESPONDENCE (MANUAL)	SECNAVINST	5216.5
	MILPERSMAN		NAVY ENLISTED CLASSIFICATION (NEC)	*NAVPER	18068E
IN-SERVICE PROCUREMENT (CWO / LDO)	MILPERSMAN		NAVY EQUAL OPPORTUNITY MANUAL	OPNAVINST	5354.1
(MEDICAL)	BUPERSINST	1131.1	NAVY OFFICER MANPOWER AND PERSONNEL CLASSIFICATION MANUAL	*NAVPER	15839
INSURANCE	BUPERSINST	1131.2	NAVY RELIEF SOCIETY	MILPERSMAN	
Automobile	MILPERSMAN			SECNAVINST	5760.14
Government (SGLI)	MILPERSMAN		NAVY TOTAL FORCE MANPOWER POLICY AND PROCEDURES	OPNAVINST	1000.16
	VA FORM	29-8286	NEW CONSTRUCTION DUTY	ENLTRANSMAN	
Solicitation (Commercial)	SECNAVINST	1740.2	NO COST TRANSFERS	*NAVPER	15980
Mortgage	DOD	1338.4	NON COMPLIANCE WITH ORDERS	ENLTRANSMAN	
INSTRUCTOR DUTY	ENLTRANSMAN		NON JUDICIAL PUNISHMENT (NJP)	MCM	XXVI
INTELLIGENCE CLERKS	ENLTRANSMAN		NON PAYMENTS OF JUST DEBTS	MILPERSMAN	
INVESTIGATIONS	JAGMAN	Article 139	NOTARY PUBLIC	JAGMAN	2503
INTER-SERVICE TRANSFER (Commissioned Officer)	MILPERSMAN SECNAVINST	1000.7	NORMAL SHORE TOUR	ENLTRANSMAN	
JAG CORPS OFFICER PROGRAM	MILPERSMAN		NUCLEAR PROGRAM		
	*NAVPER	15878	Application for lateral transfer	MILPERSMAN	
JOINT STAFF BILLETS	MILPERSMAN		Nuclear Officers Incentive Pay	SECNAVINST	7220.65
JURISDICTION			Nuclear Power Training Program	ENLTRANSMAN	
Non-judicial punishment	MCM	XXVI	Nuclear Propulsion Training	MILPERSMAN	
	JAGMAN	0101	NUCLEAR WEAPONS RELIABILITY PROGRAM (PRP)	OPNAVINST	5510.1
LATERAL CONVERSION	MILPERSMAN		OATHS	JAGMAN	2502
LAW EDUCATION PROGRAM	SECNAVINST	1520.7	OBSIDITY	MILPERSMAN	
LEAVE			OBLISERV REQUIREMENTS	ENLTRANSMAN	
Accounting Procedures	SECNAVINST	7220.63	OFFICER CANDIDATE SCHOOL (OCS) PROGRAM	OPNAVINST	1120.2
Other	MILPERSMAN				
LEGAL CHECK-UP PROGRAM	JAGINST	5801.1			
LETTER OF COMMENDATION	MILPERSMAN				
LIBERTY	MILPERSMAN				
LIMITED DUTY ASSIGNMENT (ENL)	MILPERSMAN				
LIMITED DUTY OFFICER PROGRAM	MILPERSMAN SECNAVINST	1120.3			

OCEANOGRAPHY GRADUATE EDUCATION	OPNAVINST	1520.31	RAPE HANDLING	OPNAV	1752.1
	OPNAVINST	1520.32		OPNAV	1754.1
OCCUPATIONAL STANDARDS (ENLISTED)	*NAVPERs	18068	Investigations	SECNAV	5520.3
OFF BASE HOUSING DISCRIMINATION	OPNAVINST	5354.1	Victim & Witness Assistance	SECNAV	5800.11
OFFICER DATA CARD	*NAVPERs	15839	RATING ENTRY APPROVAL FOR GENERAL APPRENTICES (REGA)	OPNAVINST	1430.5
OFFICER MANPOWER MANUAL	*NAVPERs	15839	RATION RATES	NAVSUPINST	4061.9
OFFICER TRANSFER MANUAL	*NAVPERs	15559	RATING ENTRY FOR GENERAL APPRENTICES	OPNAVINST	1430.5
OFFICER PROMOTIONS					
Promotion to LTJG	SECNAVINST	1412.6	RECORDS		
Selection Boards	SECNAVINST	1420.1	Disposition of	SECNAVINST	5212.5
Special Boards	SECNAVINST	1401.1	Other	MILPERSMAN	
Spot Promotions	SECNAVINST	1421.3	RECOUPMENT OF BONUS	MILPERSMAN	
OLMSTED SCHOLARSHIP PROGRAM	SECNAVNOTE	1520	RECRUITING DUTY	ENLTRANSMAN	11
OMBUDSMAN PROGRAM	OPNAVINST	1750.1	REDUCTION IN RATE	MILPERSMAN	
	*NAVPERs	15183	REENLISTMENT		
OPEN RATES / SKILLS LIST	OPNAVINST	1160.4	Bonus	PAYPERSMAN	1271
ORDERS	MILPERSMAN		Ceremony	MILPERSMAN	
Standard Transfer Orders (STO) Enlisted	ENLTRANSMAN		Certificate	*NAVPERs	15182
OVERSEAS ASSIGNMENTS	ENLTRANSMAN		CREO	OPNAVINST	1160.4
	NMPCINST	1720.1	Eligibility Requirements	MILPERSMAN	
	MILPERSMAN		Guide	ENLTRANSMAN	
	*NAVPERs	15878	Incentives	*NAVPERs	15878
	*NAVPERs	15980		ENLTRANSMAN	
OVERSEAS DUTY SUPPORT PROGRAM	OPNAVINST	5352.1	RE-EMPLOYMENT RIGHTS	NMPCINST	1571.1
OVERSEAS LIVING CONDITIONS; INFO ON	NMPCINST	1720.1		*NAVPERs	15878
OVERSEAS TOUR EXTENSION PRGM	OPNAVINST	1306.1	RELIGIOUS SERVICES	MILPERSMAN	
	ENLTRANSMAN	4.11		OPNAVINST	1730.1
PASSPORTS	MILPERSMAN			SECNAVNOTE	1730
	BUPERSINST	4650.17	REQUESTS FOR TRANSFER AND SPECIAL DUTY	ENLTRANSMAN	
	NMPCINST	4650.2		MILPERSMAN	
PAY AND ALLOWANCES	MILPERSMAN		RESIGNATION (OFFICER)	MILPERSMAN	
	PAYPERSMAN			SECNAVINST	1920.6
PAY BRIEFS	*NAVPERs	15878	RESTORATION OF RATE	MILPERSMAN	
PAY ENTRY BASE DATE (PEBD)	MILPERSMAN		RETIREMENT	MILPERSMAN	
PAY GRADES	MILPERSMAN		Twilight Tour	ENLTRANSMAN	
PERFORMANCE EVALUATION	BUPERSINST	1610.10	ROTATION DATA CARDS	ENLTRANSMAN	
PERFORMANCE STANDARDS	MILPERSMAN		SAILOR OF THE YEAR (SOY) PRGM	OPNAVINST	1700.10
TRAVEL ENTITLEMENT	MILPERSMAN		SABBATH OBSERVANCE POLICY	MILPERSMAN	
PERMISSIVE TDY FOR			SAFETY PRECAUTIONS	OPNAVINST	5100.19
HOUSE HUNTING	MILPERSMAN		SAFETY PROGRAM	OPNAVINST	5100.8
PERSONNEL ADVANCEMENT				OPNAVINST	5100.12
REQUIREMENTS	NAVEDTRA ADV HANDBOOK			OPNAVINST	5560.10
	MILPERSMAN			MILPERSMAN	
PERSONNEL EXCHANGE PROGRAM (PEP)	*NAVPERs	15878	SAVINGS BONDS	SECNAVINST	5120.3
	*NAVPERs	15980	SCHOLARSHIPS		
	OPNAVINST	5700.7	Burke	OPNAVINST	1520.18
	ENLTRANSMAN		Family Members/Dependents	MILPERSMAN	
PHOTOGRAPHS (OFFICER)	MILPERSMAN			*NAVPERs	15003
PHYSICAL FITNESS/READINESS	BUPERSINST	6100.1	Scholarship Program	OPNAVINST	1520.24
	OPNAVINST	6110.1	SEA DUTY COMMENCEMENT		
	BUMEDINST	6120.20	DATE (SDCD)	ENLTRANSMAN	
PLACE OF SEPARATION	MILPERSMAN		SEA PAY	MILPERSMAN	
POLITICAL ACTIVITY	MILPERSMAN			PAYPERSMAN	
PREGNANCY STATUS			SEA/ShORE ROTATION	ENLTRANSMAN	
Management	OPNAVINST	6000.1	SECNAV FIND AND DISLOCATION ALLOWANCE	MILPERSMAN	
Separation Request	MILPERSMAN			ENLTRANSMAN	
PREFERRED OVERSEAS DUTY	ENLTRANSMAN		SECURITY PROGRAM	DODINST	5200.1
PREPARATORY SCHOOLS				SECNAVINST	5521.7
Naval Academy	OPNAVINST	1531.4	Clearance Requirements	MILPERSMAN	
BOOST, Military / Air Force Academies	MILPERSMAN		Courses of instruction	ENLTRANSMAN	
PRIVACY ACT	SECNAVINST	5211.5	Criteria for personnel in PRP	OPNAVINST	5510.1
PROFESSIONAL GROWTH CRITERIA	OPNAVINST	1160.5	SELECTIVE CONVERSION AND REENLISTMENT (SCORE) PROGRAM	MILPERSMAN	
PROJECTED ROTATION DATE (PRD)	ENLTRANSMAN			*NAVPERs	15878
PROGRAM FOR AFLOAT COLLEGE EDUCATION	CNETINST	1560.3		*NAVPERs	15980
	*NAVPERs	15878	SELECTIVE REENLISTMENT		
PUBLIC AFFAIRS	SECNAVINST	5720.44	BONUS (SRB)	OPNAVINST	1160.6
QUALIFICATIONS QUESTIONNAIRE (OFFICER)	MILPERSMAN			PAYPERSMAN	
QUALITY CONTROL REVIEW BOARD				*NAVPERs	15878
Petty Officer	MILPERSMAN		SELECTIVE TRAINING AND REENLISTMENT (STAR) PROGRAM	MILPERSMAN	
QUOTAS (SCHOOL)	ENLTRANSMAN			*NAVPERs	15878
RACE RELATIONS	DODINST	1322.11		*NAVPERs	15980

SEPARATIONS (ENLISTED)					*NAVPERS	15980
Acknowledgement of Service	MILPERSMAN			SWIMMING QUALIFICATIONS	MILPERSMAN	
Recruits, 'A' Scol, Apprenticeship Trng	BUPERSINST	1900.8		TARGETED "A" SCHOOL PROGRAM		
Other	MILPERSMAN			(TASP) TAR PROGRAM	MILPERSMAN	
Preseparation Processing	ENLTRANSMAN				ENLTRANSMAN	
Separation Leave	MILPERSMAN			TAXES, LIABILITY	SECNAVINST	5840.8
Types of Discharge	MILPERSMAN			TEMPORARY DUTY TRAVEL		
SEPARATIONS (OFFICER)				ENTITLEMENT	MILPERSMAN	
Acknowledge of service	MILPERSMAN			TRANSFER OF AN OFFICER FOR		
Other	MILPERSMAN			MEDICAL TREATMENT	MILPERSMAN	
				TRANSFER / REDESIGNATION	MILPERSMAN	
				Lateral Transfer	MILPERSMAN	
SERVICE RECORDS (SEE RECORDS)				LDO and CWO Redesignation within		
SERVICE SCHOOLS	ENLTRANSMAN			own community	MILPERSMAN	
	BUMEDINST	1510.19		Permanent and Temporary	MILPERSMAN	
				LDO Redesignation	MILPERSMAN	
SERVICEMAN'S GROUP LIFE				TRANSITION ASST MGMT		
INSURANCE (SGLI)	MILPERSMAN			PRGM (TAMP)	OPNAVINST	1900.2
SEVERANCE PAY	MILPERSMAN			TRANSLATIONS	NAVINTINST	5000.4
SEXUAL HARASSMENT	OPNAVINST	5300.9		TRANSPORTATION		
	SECNAVINST	5300.26		Emergency leave travel	MILPERSMAN	
SHORE TOURS	ENLTRANSMAN			Mode of in execution of orders	MILPERSMAN	
SHORE PATROL	MILPERSMAN			Travel and Foreign Leave	BUPERSINST	1050.11
	ENLTRANSMAN			Passenger travel	NMPCINST	4650.2
SIGNATURES				TRUTH IN LENDING ACT		
Discharge certification / separation				Credit Disclosure Requirements	MILPERSMAN	
orders/ Identification cards/Service				TUITION ASSISTANCE	CNETINST	1560.3
records	MILPERSMAN			TWILIGHT TOURS		
Officer Fitness Reports	BUPERSINST	1610.10		Last 2 or 3 of 30	ENLTRANSMAN	
SINGLE PARENT POLICY	OPNAV	1740.4			MILPERSMAN	
	NAVPERS	1555.3		UDT, SEAL AND EOD DUTY	ENLTRANSMAN	
SOCIAL SECURITY SYSTEM					MILPERSMAN	
Coverage	MILPERSMAN			UNIFORM CODE OF MILITARY JUSTICE		
	*NAVPERS	15878		Explanation of certain provisions	MILPERSMAN	
	VA FACT SHEET	IS 1		UNIFORMED SERVICES HEALTH		
Military Personnel ID Number (SSN)	MILPERSMAN			BENEFITS	*NAVPERS	15878
SOLE SURVIVING SON/DAUGHTER	MILPERSMAN				*NAVPERS	15891
SOLICITATIONS				UNIFORMED SERVICES UNIVERSITY		
Commercial	MILPERSMAN			OF THE HEALTH SCIENCES	SECNAVINST	1500.8
SPONSOR PROGRAM	OPNAVINST	1750.1		UNIFORMS; WEARING OF	*NAVPERS	15665
SPOUSE					OPNAVINST	1020.4
Duty with	MILPERSMAN			UNPLANNED LOSS REPORT (UPLR)	ENLTRANSMAN	
	ENLTRANSMAN			UNRESTRICTED LINE OFFICER CAREER		
STANDARD TRANSFER ORDERS (STO)	ENLTRANSMAN			PLANNING GUIDE BOOK	*NAVPERS	15197
STANDARDS OF CONDUCT/ETHICS	OPNAVINST	5370.2		URINALYSIS PROGRAM	OPNAVINST	5350.4
STANDARDS OF FAIRNESS	MILPERSMAN			URBAN RENEWAL		
STATEMENT OF SERVICE	MILPERSMAN			Request by military personnel for	SECNAVINST	3020.4
STRIKERS (IDENTIFICATION OF)	MILPERSMAN			VARIABLE HOUSING ALLOWANCE		
STUDENT DEPENDENT TRAVEL	MILPERSMAN			(VHA)	MILPERSMAN	
SUBMARINE DUTY	ENLTRANSMAN				OPNAVINST	7220.82
	SECNAVINST	7220.80		VERIFICATION OF SERVICE RECORD	MILPERSMAN	
SUBMARINE PAY				VOLUNTARY EDUCATION PROGRAMS	CNETINST	1560.3
				VOTING	MILPERSMAN	
SUBSPECIALTY (OFFICER)	OPNAVINST	1000.16		WAR COLLEGES	MILPERSMAN	
	MILPERSMAN			WARRANT OFFICER PROGRAM	BUPERSINST	1131.1
	*NAVPERS	15839			MILPERSMAN	
SURFACE WARFARE OFFICER (SWO)					*NAVPERS	15878
Designation and Requirements	OPNAVINST	1412.2			*NAVPERS	15980
Requirements for Command	OPNAVINST	1412.3		WOMEN (ENLISTED)	ENLTRANSMAN	
SURVIVAL TRAINING	MILPERSMAN			Assignment of	SECNAVINST	1300.12
	MILPERSMAN			WIVES' ORGANIZATIONS	MILPERSMAN	
SURVIVORS' BENEFITS	*NAVPERS	15878				
SUSPENDED SENTENCES	JAGMAN					
SWAPS	ENLTRANSMAN					

MISCELLANEOUS INDEX

BUPERS ACCESS

BUPERS ACCESS allows computerized access to information on topics such as: advancement results, order status, status of various packages submitted to BUPERS for approval, career related NAVADMIN msgs, schedule of detailer trips and much, much more!

Toll-Free in CONUS, AK, HI, PR: 1-800-346-0217/1-800-762-8567

DSN: 225-6900

224-3174

Comm 703-614-3174

703-695-6900

Voice line for BUPERS access tech support: DSN: 223-6942

Comm 703-693-6942

BUPERS HOMEPAGE

DSN 225-5895

www.bupers.navy.mil

CHILD ABUSE HOTLINE

1-800-336-4592

COMMUNITY SERVICE PROGRAM (Navy)

(Pers-603)

DSN 223-3311

703-693-3311

EQUAL OPPORTUNITY/SEXUAL HARASSMENT ADVICE LINE

(Navy)

1-800-253-0931

DSN 224-2735

(Overseas May call collect)

Comm (703) 614-2735

FLEET RESERVE ASSOCIATION (FRA)

125 N. West Street
Alexandria, VA 22314

1-800-372-1924

FRAUD, WASTE AND ABUSE REPORTING HOTLINE

(Navy IG)

1-800-522-3551

DSN 288-6743

Comm (202) 433-6743

LOCATOR SERVICE (Navy World Wide)

Bureau of Naval Personnel
Pers-324D
2 Navy Annex
Washington, DC 20370-3240

703-614-5011

MICROFICHE, OFFICER/ENLISTED SUMMARY RECORDS

Bureau of Naval Personnel
Pers-313
2 Navy Annex
Washington, DC 20370-3130

Comm fax 703-614-8882

DSN fax 224-8882

NATIONAL ASSOCIATION FOR UNIFORMED SERVICES

5535 Hempstead Way
Springfield, VA 22151

703-750-1342

NAVAL ENLISTED RESERVE ASSOCIATION(NERA)

6703 Farragut Ave.
Falls Church, VA 22042

1-800-776-9020

703-534-1329

NAVAL RESERVE ASSOCIATION

1619 King St.
Alexandria, VA 22003

703-548-5800

NAVY LODGE (24 hours a day, 7 days a week)

1-800-628-9466

NAVY-MARINE CORPS RELIEF SOCIETY

801 N. Randolph Street, Suite 1228
Arlington, VA 22203

703-696-4904

NETPDTC Bulletin Board

DSN 922-1402

NON-COMMISSIONED OFFICERS ASSOCIATION (NCOA)

NCOA National Capital Officer
225 N. Washington St
Alexandria, VA 22314

1-800-456-5783/4

1-800-662-2620

PAY

Director, Defense Finance and Accounting Service
1240 East 9th St., Cleveland, OH 44199-2055
Active
Reserve Customers
Retired

DSN 580-5637

1-800-346-3374

1-800-321-1080

PERSONNEL RECORDS

(Active and Reserve)

Bureau of Naval Personnel
Department of the Navy
Attn Pers-313C/REC
2 Navy Annex
Washington, DC 20370-3130

703-614-2983

(Discharged, Deceased, Retired:)

Military Personnel Records
National Personnel Records Center
9700 Page Blvd
St. Louis, MO 63132

314-38-4141/3135/3071

PENTAGON, DIRECTORY ASSISTANCE

DSN 227-0101
703-545-6700

SALTS (Streamlined Automated Logistics Transmission System) 442-5934/3645

UNIFORM SUPPORT CENTER

1545 Crossways Blvd.
Suite 200
Chesapeake, VA 23320

(CONUS)
(Overseas)
(AK/HI/PR)
(Local VA)

1-800-368-4088
DSN 680-8586
1-800-368-4089
804-420-7348

U.S. NAVAL INSTITUTE

1-800-233-8764

USO-GRAM PROGRAM (e:mail to the fleet)

703-934-8130

WIFELINE ASSOCIATION (Navy)

Building 172, Washington Navy Yard
Washington, DC 20374

202-433-2333
DSN 288-2333

VOTING ASSISTANCE INFORMATION

DOD Voting Information Center (VIC)
(24 hour recorded service information)

DSN 223-6500
202-693-6500

LOCAL NUMBERS:

Quarterdeck		
Command Master Chief		
Department Head		
Division Officer		
Leading Chief Petty Officer		
Leading Petty Officer		
Admin/Personnel Office		
Cmd Managed Equal Opportunity		
Cmd DAPA		
Medical		
Dental		
Safety		
Legal		
	Dept.	
	Dept.	
	Dept.	
	Dept.	

1998 NLPG Feedback Questionnaire

Feedback is necessary to ensure continuous improvement and the future existence of this publication. Please complete the following questions, feel free to add comments. Fold the questionnaire and apply a small piece of tape to seal. Do NOT use your own personal postage, your Postal Clerk or Administrative Office may affix official postage or metered mailing strip.

1. What type of command/unit are you assigned to (i.e., destroyer, submarine, aviation squadron, naval hospital, special unit, etc.)?

2. What is your title/position within your command (i.e. Division Officer, Leading Petty Officer, Executive Officer, Shop Supervisor, etc.)?

3. What is your rating/rank? _____

4. How useful is the NLPG to you in your leadership role?
(On a scale from 1 to 10, 10 being most useful)? _____

Please list recommendations for improvement and/or comments:

Optional Information:

Name _____

Command Address _____

DSN/Email /internet _____

Fold and tape to seal

DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
ATTN LEAD1125/NLPG EDITOR
250 DALLAS ST
PENSACOLA, FL 32508-5220

PLACE
OFFICIAL
POSTAGE+/OR
METER STRIP

OFFICIAL BUSINESS

CHIEF OF NAVAL EDUCATION AND TRAINING
ATTN EDITOR NLPG CODE LEAD1125
250 DALLAS STREET
PENSACOLA FL 32508-5220

FOLD ALONG DOTTED LINE